

OPTIONAL FORM NO. 10  
5010-104

UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Registrar Staff/TR

DATE: 15 October 1965

FROM : Chief, AIB/RS/TR

SUBJECT: Weekly Activities Report No. 32  
11 - 15 October 1965

25 YEAR RE-REVIEW

## I. SIGNIFICANT ITEMS

None

## II. OTHERS

A. The Intelligence Review course which begins Thursday 28 October now has 31 employees enrolled in it. Last week, this time, there were only eleven. Of the 31, 20 are DDS (plus 2 who have to make up portions of the course).

[redacted], STO/DDS, put out a request on 4 October telling DDS Training Officers of the authorized DDS quota of 8, and to send nominees to the Registrar. As of October 4 there were already 7 DDS employees enrolled but Bob didn't call to check on the status before his memo, consequently the course is considered by [redacted] to be overweighted by DDS. Larry recommended that we "hold down" but "don't discourage" DDS attendance. There are only 8 DDI careerists (for whom the course is generally intended). Although the class limit is set at 32, Larry also said he will take as many as 40 so that DDI careerists can attend.

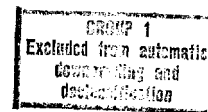
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In Bob's memo he states that the Intelligence Review "is a prerequisite for attendance at the Midcareer course or a Senior Officer Course," (This, if my recall serves me correctly, is not quite the case.) with the result that some DDS Training Officers have put their Midcareerists in the course.

B. The Introduction to Intelligence for 22 November - 3 December has 38 registered; the Introduction to Communism which follows on 6 December already has 34. Almost everyone

*Just received  
4 more  
DDI applications  
M.P.G.*

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SUBJECT: Weekly Activities Report No. 32 (cont)

is an EOD, --support to the conclusion that the revised headquarters regulation making the four weeks Intelligence Orientation course a requirement for new professionals is being given full attention by Personnel Officers and by Training Officers.

C. In the end of course report on the last Air Operations Course (#43) there is a recommendation that additional information on students in future classes be provided the instructors (e.g. aviation background, Agency experience). We have recorded this on the admissions requirements check-list and will arrange with Training Officers to begin to include the information on their applications.

D. [ ] has been giving full attention to [ ] "audit" of the Registrar's system of processing information for admissions to OTR's courses on evaluations of students' training, and information on records of both internal and external training. [ ] has been on an 8:30 - 12:30 schedule all this week. He plans to continue through next week and as long thereafter as he needs to complete his study.

E. About thirty 'responses' to OTR's Notice 11-65 on Language testing of ST careerists have been received. Of the 30, eight individuals want to be tested, one in as many as four languages.

F. As part of the general interest in information on ADP training, [ ] of OCR (Project CHIVE) spent a considerable part of Monday morning noting information on courses at selected (their selection) institutions and on Agency employees' evaluations of ADP courses. This is part of OCR's study of training programs which may be applicable to their project.

G. On Tuesday, [ ] PO/TR, and I reviewed the status quo of candidates for the editorial position in the Branch. Brian hopes to get action started on Monday, 18 October, on the two very well-qualified individuals whose official files I have already returned to him. [ ]

Attachment: Weekly Attendance

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UNITED STATES GOVERNMENT

# Memorandum

TO : Director of Training

DATE: 15 October 1965

FROM : Registrar/TR

SUBJECT: Weekly Activities Report No. 32  
11 October - 15 October 1965

I. SIGNIFICANT ITEMS:

None

II. OTHERS:

A. On 12 October I talked with a representative of the International Correspondence School (ICS) who tried to interest me (on behalf of the Agency) to enter into a cooperative agreement with ICS. In essence the cooperative agreement would mean only that we would establish the bona fides of an employee taking ICS courses and in the case of the non-sponsored employee act as a collection house for his fees. In return, the cost of ICS courses would be reduced from 10 to 20 per cent. I explained that we were not organized on the same lines as other agencies with which ICS has a co-op agreement and that our requirements for the kind of technical training ICS offers is relatively light. I explained that for these reasons I did not believe entering into a co-op agreement was justified either for them or us. I did agree to further explore the matter and talk with them again about it.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

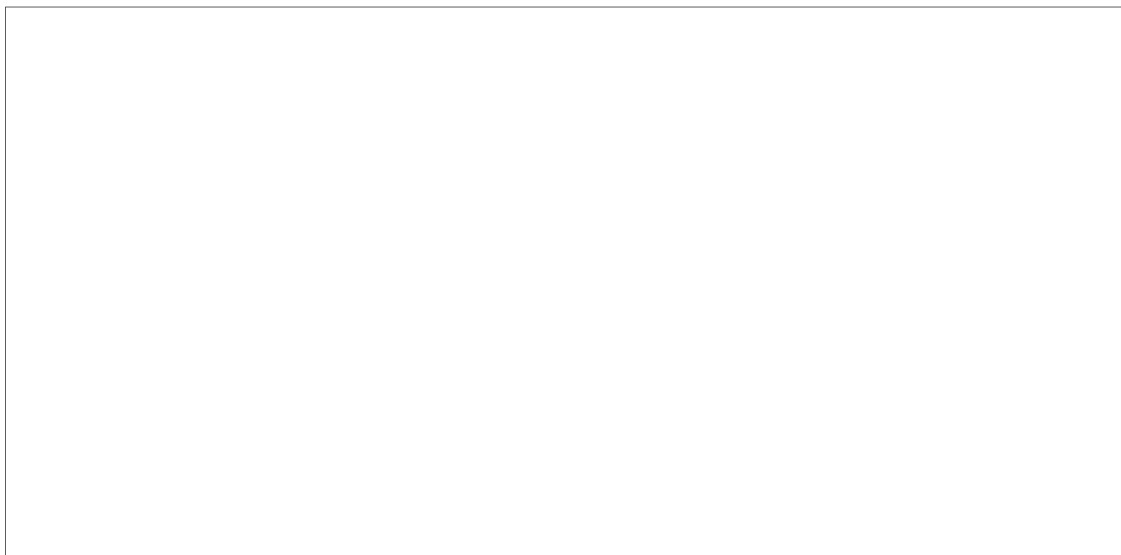
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B

C. A rough draft of an internal orientation <sup>Course</sup> in ADP is completed. By next week I hope to have it in such a form that I can discuss it with the various ADP offices. Joe Becker has already seen it and generally concurs in our approach.

D. The first in a series of meetings for all Agency Training Officers is scheduled for 28 October from 2:00 to 3:30 p.m. at Headquarters Building. A memorandum setting forth the purpose of this and future meetings, the subjects that will be discussed, along with a request soliciting suggestions for subjects they would like covered in these meetings, is being sent to all Training Officers. In addition, each Training Officer is being called and invited to attend the meeting. The response to this type of meeting from Training Officers contacted to date has been enthusiastic.



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Attachments: 2

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